

LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 5 OCTOBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

a. Installation of Carpet in DCI Suite: On 29 September 1983, 114 square yards of special color carpet tiles were installed in 7D5606 Headquarters Building, the secretarial area of the DCI suite.

b. Completion of Outstanding Requests: Carpet was installed in the P&P Building, at the Motor Pool offices, and the entrance to the Gym at the Headquarters Building on 30 September and 1 October 1983. Additionally, all outstanding requests for carpet installation and shampooing and for drapery service, which were available for work, were completed under FY 1983 contracts.

c. Safe Inventory: As of 3 October 1983, the inventory of safes in the metropolitan area is current. Moves, relocations, and PTT's of safes will now be input into the computer on a regular basis in order to maintain accurate figures. Any information which is needed pertaining to safes can be obtained easily by querying the Safe System. To date there is a record of [redacted] safes, broken down as follows: [redacted]

d. Transportation: Limousine service was provided for EUR/LOG from 25 through 30 September 1983.

e. Window Washing: A contractor will commence washing both the outsides and insides of windows throughout the Headquarters Building on 5 October 1983. Completion of this project is expected to take approximately one month. A Headquarters Notice with detailed information is being distributed to all components.

f. Renovations at Headquarters Building: The sheetmetal Shop is in the process of fabricating window grills, and critical power has been installed in Room 2D0105 for the Office of Data Processing.

A new door has been installed, masonry work has been completed and painting will be completed this week in Room 3B2612 for the Africa Division, DDO.

Carpentry work has been completed and the electrical work has started in Room 1B27 for the Office of Communications.

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With regard to the HSTS expansion in Room GD45, the electricians have completed the relocation of the overhead lights in this area, and the Sheetmetal Shop is fabricating a stand for the air handler unit.

The Carpenter Shop started on 3 October 1983 to construct a wall with two doors and two windows in Room 1B2102 for the Office of Communications.

GSA has advised that work in Rooms GC57, GC47, and GC47/BC27 for the Office of Data Processing will be delayed because of asbestos material covering pipes in the area. GSA will need special suits, medical evaluation of electricians who were on the job, and overtime to complete the jobs.

g. Move of Executive Registry to 6E2914, Headquarters Building: Construction drawings were completed for minor work in Room 7E12, and work will commence after completion of the move of the Executive Registry to Room 6E2914.

h. Modifications (Phase IV): The Architectural Design Staff (ADS), LSD/OL, is currently reviewing existing raised floor specifications and drawings to establish contract documents and construction drawings needed to complete these renovations.

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i. Building Renovations: Drawings for renovations to Suite 200, were sent to the Field Engineering Branch, Real Estate and Construction Division, OL, for plumbing input.

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j. Survey for SAFE Terminals: A survey has been conducted for construction of 11 SAFE terminals, the preliminary design has been approved for the area, and construction drawings are underway for Room 4F24, Headquarters Building, for the Office of East Asian Analysis, DDI.

k. Drawings: Drawings to convert existing area in Room 6E05, Headquarters Building, into a VTR for the Office of Global Issues, DDI, were completed and were issued to the Space Maintenance and Facilities Branch (SM&FB), LSD/OL, on 29 September 1983.

Working drawings for minor renovation in Room 2F20, Headquarters Building, for the Office of Personnel were completed and were submitted to SM&FB.

Drawings for the renovation of the courier's lounge in Room GB1911, Headquarters Building are currently on hold awaiting input from the Headquarters Engineering Branch, RECD/OL, regarding plumbing.

1. Design Proposals: Representatives of ADS and the East Asia Division met to discuss the future configuration of Rooms 4G29-4G43. ADS is currently working on two design proposals.

A design proposal has been submitted to the International Activities Division, DDO, for Room GG27, Headquarters Building.

III. Significant Events Anticipated During the Coming Week:

Base Stand for Air Handler: The Plumbing Shop is making a base stand for the air handler which is to be installed in Room 3G13/19, Headquarters Building, for the Office of Global Issues, DDI, starting 6 October 1983.

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